

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Registered Nurse****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides healthcare and education to the community. Performs intake assessments. Administers first aid and medication. Performs screenings and administrative duties. Prepares for local disasters.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs intake assessments by obtaining medical histories and testing and recording present medical conditions.
2	L	Administers first aid by assessing the injuries or illness, determining the necessary care to provide and making the necessary documentation and phone calls.
3	L	Administers medication, immunizations and treatments by reviewing and clarifying the doctor's orders, recording medication administration accurately, and serving as a liaison between children, parents and doctors.
4	L	Performs screenings to ensure that all children of a designated age receive screening by recording the test results, writing referrals and making follow-ups as necessary.
5	L	Performs administrative duties by establishing and maintaining health records for all patients, developing care plans for those with a chronic condition, entering information into the system and distributing any necessary copies.
6	S	Provides health education by setting up health and safety programs, consulting with the general public regarding health concerns, attending meetings, serving as a case manager and making home visits to evaluate children's needs.
7	L	Prepares for local disasters by attending training sessions, participating in drills, reviewing disaster protocols and being available to serve the community in the event of a disaster.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certifications may be awarded upon satisfactory completion of advanced study or training.
Experience	One year of experience as a registered nurse.
Certifications and Other Requirements	Nursing License, CPR/First Aid Certification
Reading	Work requires the ability to read physician's orders, medication labels, forms, reference materials, periodicals, policies and procedures, lab results, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write chart notes, correspondence, presentations, and physical assessments.
Managerial	Managerial responsibilities include formulating educational presentations and monitoring the administration of medication.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, children, doctors, and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Physical exams, filing
Sitting	F	Computer, desk work, answering telephone
Walking	F	Retrieving supplies, retrieving residents
Lifting	O	Supplies, files, medication
Carrying	O	Supplies, files, medication
Pushing/Pulling	R	Medication cart, file cabinet drawers
Reaching	O	Supplies, measuring height
Handling	O	Supplies, files, medication
Fine Dexterity	O	Computer keyboard, telephone keypad, writing, drawing blood
Kneeling	R	Filing in cabinet drawers
Crouching	N	
Crawling	N	
Bending	O	Physical exams, storing/retrieving supplies, filing in cabinet drawers
Twisting	O	Physical exams, storing/retrieving supplies
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, physical exams, reading
Hearing	C	Staff, supervisor, parents, residents, telephone
Talking	F	Staff, supervisor, parents, residents, telephone
Foot Controls	N	
Other (specify)	N	

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Stethoscope, visual acuity tester, audiometer, thermometer, needles, vacutainers, scale, specimen cups, otoscope, telephone, sphygmomanometer, medical supplies, fax machine, computer, laser or inkjet printer, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	D	Darkness or Poor Lighting	N
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Medical Clinic, Detention Facility

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, goggles

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)